Chapin Huskies Curbside Library

Until we are able to open our campus to students, we are pleased to offer access to your Chapin Library with curbside pick-up and drop-off. Students may check out 4 books for a period of 3 weeks.

<table>
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<th>Schedule: During Lunch Distribution</th>
<th>September 9</th>
<th>September 14</th>
<th>September 16</th>
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<tr>
<td>11:00am – 1:00pm</td>
<td>September 21</td>
<td>September 23</td>
<td>September 28</td>
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<td>September 28</td>
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<td>October 12</td>
<td>October 14</td>
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Step 1: Make your Book Request **No Later Than 8:00am** Monday or Wednesday (the day of your intended Pick-Up)

- **Preferred Method:** Go to our LS2 Library Catalog at [https://elpaso.tlcdelivers.com/?config=112#](https://elpaso.tlcdelivers.com/?config=112#). You can search for books by title, author or subject. Once you have found a book that you would like to request click on [Place Hold]. You may request up to four books.
  - You will be asked to log in.
  - Library Card #: 6-digit school ID number (Ex. 654321)
  - PIN: last 4 digits of school ID number (Ex. 4321)

- **Alternate Methods of making a book request:**
  - Go to the following link to request up to four books: [https://forms.office.com/Pages/ResponsePage.aspx?id=NKJrT7pSk2a751VJFYmhCfzmV4V3iJKthC7gs_vDPNUQjhaVljjMUNZRxQxSgxVkJZTYzTUsyVi4u](https://forms.office.com/Pages/ResponsePage.aspx?id=NKJrT7pSk2a751VJFYmhCfzmV4V3iJKthC7gs_vDPNUQjhaVljjMUNZRxQxSgxVkJZTYzTUsyVi4u)
  - Send Ms. Gutierrez an email at mmvalle1@episd.org or Ms. Skipworth at mblamoni@episd.org. Include student name, ID #, and your book request. Be as specific as possible. Also include contact information to receive your confirmation.

Step 2: Ms. Gutierrez or Ms. Skipworth will send you a message to confirm your Pick-Up date/time.

Step 3: Drop by the Chapin Lunch Pick-Up to return library books and pick up new books.
- Stay in your car
- Have a sign with student name and ID # clearly printed
- Pop your trunk for Book Drop-Off and Pick-Up